



Medical Emergency
CALL FOR HELP
Merritt College



LIFE THREATENING EMERGENCY: THIS STEP IS CRITICAL!

Get Help Immediately Get AED & First Aid Kit & Start Chest Compressions if Not Responding

- **EMERGENCY MEDICAL SERVICES:** 911 and request EMS
- **Police Services:** 510 466-7236
- **Campus Nurse Practitioner:** 510-436-2533
R-106 from M-Thurs 9AM- 5PM Or 510-384-4930 Cell
- **Evening Administrator:** 510-333-9594

****Defibrillators (AED's) are Here:**

F-105 (Gym-Workout Rm); A-113 Fitness Rm; S-343 (Nursing Dept.); R-106 (Health Ctr.); A-128 (Safety Aid Office)

First Aid Kits are Here:

H 108; CC 1; D 216; F 124; F 126; F 213; E 101 Gym; A 128; A 106; A 112; A 113; A 133; Q 312; ; Q 231; R 021; R 106; R 109; R 131D; R 113C & ; R 124; S342; S 419; S 446; S 438; L126 & ; L 204 (A-129); T 100

IF THE VICTIM:

- Becomes **unconscious** &/or no pulse**-
Begin CPR & send for AED
- Has trouble breathing: choking, or breathing in a strange way. (sit upright)
- Is bleeding severely (Apply Pressure)
- Has injuries to the head, neck, or back (immobilize the head and neck)
- Has chest pain or pressure (sit upright)
- Has possible broken bones
- Has severe headache, slurred speech, or seizures and/or numbness
- Is vomiting or passing blood
- Appears to have been poisoned.
- Has pressure or pain in the abdomen that does not go away.

Information you need to provide to 911:

- **“THIS IS A MEDICAL EMERGENCY!”**
- Your **name** and the **phone number** you are calling from.
- The **location of the injured person** (be as specific as possible)
Building Name ___ Rm # ___ at Address: **12500 Campus Drive, Oakland**
- The injured person’s **condition** (e.g.; not breathing, bleeding, unconscious, etc.).
- What happened (if you know)
- **Do not hang up until you are told to do so!**
- How many people are involved?
- What help (first aid) is being given.

DESIGNATE A PERSON TO MEET THE AMBULANCE CREW AND DIRECT THE AMBULANCE TO THE INJURED PERSON

HOW TO ASSIST A PERSON UNTIL HELP ARRIVES

ASSESS THE SITUATION AND ADMINISTER FIRST AID ACCORDING TO YOUR LEVEL OF TRAINING

- C.P.R. **chest compressions most important** until you can apply AED see locations above
- Check for and stop bleeding by applying direct pressure on source of bleed **Over** ➡

- Do not move the person unless absolutely necessary, especially if you suspect a back, neck, or head injury, or broken bones.
- Reassure and comfort the injured person.

AVOID DIRECT CONTACT WITH PERSON’S BLOOD OR BODY FLUIDS

- Use latex gloves (may be found in campus first aid boxes) or use any barrier that will assist the person as well as act as a barrier to body fluids (e.g., clean plastic bags).

MINOR OR NON-LIFE THREATENING INJURIES / ILLNESSES

- Call **911** or ask a bystander to call **PERALTA POLICE SERVICES, 466-7236**, have them call **NURSE, 436-2533 (on Monday through Thursdays 9AM-5PM, at R106)**
- Provide First Aid Treatment-*only* if you are trained in First Aid Response.
- Reassure and comfort the injured person until help arrives.

AFTER A PERSON IS HELPED

COMPLETE THE REQUIRED REPORTS

For students or visitors:

- Complete a *Medical Incident Report* form within 24 hours (if Peralta Police Services and/or Health Services have not assisted). Forms are available through Peralta Police Services(**466-7236**), Health Services(**436-2533**) or **web link:**

http://web.peralta.edu/risk-management/files/2011/08/Copy_of_MEDICAL_INCIDENT_REPORT_1-2007.pdf

- For employee injuries:

http://web.peralta.edu/risk-management/files/2011/08/Accident_Reporting_and_Claim_Form.pdf

- Notify supervisor who will:
 - a. Complete the *Supervisor’s Report of Employee Injury* within 48 hours.
 - b. Give the employee an *Employee Claim Form for Worker’s Compensation Benefits* form-see web link above
 - c. Refer any additional questions to District Risk Management, **466-7247**.

IF EXPOSED TO INJURED PERSON’S BLOOD OR BODY FLUIDS

- Wash the exposed body area with soap and water immediately.
- Notify custodial department to clean up any exposed surfaces. Do not attempt the clean up by yourself unless you are wearing latex or rubber gloves and have a disinfectant cleaning product to use, such as a solution of 1 part bleach to 10 parts water.
- Contact Risk Management, **466-7247** and report exposure.
- Complete Incident Report-printable pdf found at this web address:
- You may also need to complete Accident Reporting and Claim Form found above



Stay with Injured or Ill until Help Arrives

